

ARMY AIR FORCES
CONTROL OFFICE, 6TH FERRYING GROUP
FERRYING DIVISION, AIR TRANSPORT COMMAND
LONG BEACH ARMY AIR FIELD, LONG BEACH, CALIFORNIA

PILOTS' INFORMATION INDEX

December 1, 1942

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I certify that I have read and understand the foregoing publications.

Date 5-9-43

Jack H. Gardner, E/1
Name and Rank

(One copy for Pilot's permanent Form 5 and one copy for Control Office)

TO BE MADE OUT IN DUPLICATE

HEADQUARTERS
28TH FERRYING SQUADRON
FERRYING DIVISION AIR TRANSPORT COMMAND
LONG BEACH ARMY AIR FIELD
LONG BEACH, CALIFORNIA

2-7-44
(Date)

SUBJECT: Memorandum on Flight Control Centers.

TO: Commanding Officer, 6th Ferrying Group, Post.

1. I hereby certify that I have, this date read and fully understand the letter, SUBJECT: "Flight Control", from Headquarters, Army Air Forces, Office of Flying Safety, Winston-Salem 1, North Carolina, dated 29 November 1943.

2. I further certify that I will have a copy of subject letter in my possession at all times.

3. I understand that this certificate will be placed in my personal AAF Form # 5 file and that failure to comply with par 2, above, will result in disciplinary action.

Name Jack H. Gardner
Rank 2nd Lt
A.S.N. 0-520497

C E R T I F I C A T E

I, the undersigned, do hereby certify that I have read and understand the provisions of AR 380-5; further, that I have read and understand the provisions of letter of Joint Security Control, JSC/C15, Serial 2992, dated 28 February 1944, Subject: TOP SECRET Control Procedure.

6 JAN 45
Date

Wick R. Hamilton
Name
1st Lt. 15th AF - ATC
Grade Organization

Fairfield-Suisun Army Air Base, California

352.12

15 March 1945

EXAMINATION IN MILITARY COURTESY AND DISCIPLINE.

This examination in Military Courtesy and Discipline must be completed in one (1) hour. There are fifty (50) questions. The correct answer to each question, - and the questions have been so designed that there is only one correct answer is worth two (2) points, making a total possible perfect grade of 100%. 70% or higher constitutes a passing grade.

The first thirty-five (35) questions are of the "True-False" variety. In the left margin of the paper to the left of the number of the question, mark a capital "T" if the statement is true, and the capital "F" if the statement is false. If the examiner cannot tell your T's from your F's, the answer will be marked wrong.

The last fifteen (15) questions are of the "multiple choice" variety. You are given several answers; only one of these is correct. Underline the correct answer.

MARK

TRUE - FALSE

T or F

- T (1). The gist of military discipline is obedience to the will of the leader.
- T (2). Under a good system of military discipline, the individual soldier surrenders all freedom of action.
- T (3). The American system of discipline emphasizes the importance of the individual soldier as an individual.
- T (4). The spirit of team play is essential to military discipline.
- T (5). The relationship between discipline and morale is of the utmost significance.
- F (6). Individual pride in the outfit is not essential to discipline where good leadership is present.
- F (7). Commendation for duty well performed is not as important to discipline as corrective action for delinquencies.
- T (8). Corrective measures are to be made privately where practicable.
- T (9). Harshness of manner or of tone are to be avoided in taking corrective measures.
- F (10). Proper dress and smartness of appearance alone are conclusive proof of true discipline.
- T (11). Military courtesy is extended to juniors as well as seniors.
- T (12). Courtesies are rendered to the position of a leader rather than his person.
- T (13). The salute is the most important of all military courtesies.
- T (14). A salute is held until returned by the person saluted.

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- T (13). The salute is the most important of all military courtesies.
- T (14). A salute is held until returned by the person saluted, or until he has passed.
- F (15). Commissioned officers of our services, such as the Army, Navy, Marine Corps, and the Coast Guard, are the only officers entitled to the salute.

AIR TRANSPORT COMMAND
PACIFIC DIVISION, WEST COAST WING
1504th AAF BASE UNIT
Fairfield-Suisun Army Air Base, California

352.12

9 April 1945

GARDNER, JACK H. 1/2T
NAME RANK

EXAMINATION ON SAFEGUARDING MILITARY INFORMATION

This examination on Safeguarding Military Information must be completed in one (1) hour. There are thirty-three (33) questions. A perfect paper is worth one hundred (100) points. Three (3) points will be taken off for each incorrect answer; sixty percent (60%) or higher constitute a passing grade. The questions have been so designed and worded that there is only one correct answer to each one.

The first twenty-five (25) questions are of the "True-False" variety. At the left margin of the paper there are two (2) columns, one headed "True," and the other headed "False." If the statement is "true," make a check mark or an "X" in the "True" column. If you think the statement is "false," make a check mark or an "X" in the "False" column. All questions marked in both columns or not marked in either column will be considered incorrectly answered.

The last thirteen (13) questions are of the "Multiple Choice" variety. You are given the choice of four (4) answers. Only one (1) of these is correct. Underline the correct answer.

TRUE - FALSE

TRUE FALSE

- | TRUE | FALSE | |
|------|-------|---|
| X | | (1). All documents designated as registered will be classified as Secret. |
| | X | (2). Any Commissioned Officer may classify documents and materiel as Secret. |
| X | | (3). Any Commissioned Officer may classify documents and materiel as Confidential. |
| X | | (4). Each document should be graded according to its own content and not necessarily according to its relationship to another document. |
| | X | (5). Personnel are entitled solely by their grades or positions to the knowledge or possession of classified material. |
| X | | (6). It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit. |
| X | | (7). The knowledge or possession of classified materiel is entrusted only to those individuals whose official duties require such knowledge or possession. |
| X | | (8). Classified books or pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspicuously marked or stamped with the appropriate classification on the cover, title page, and first page, only. |
| | X | (9). Classified communications and other material not permanently and securely fastened together, but clipped or stapled together, will be marked or stamped with the appropriate classification on the cover, title page and first page, only. |
| X | | (10). The authority making the original classification, or higher authority, may cancel or change the classification of a document. |
| X | | (11). In all cases, transmission and custody of secret documents and materiel will be covered by a receipt system. |

signed and worded that there is only one correct answer to each one.

The first twenty-five (25) questions are of the "True-False" variety. At the left margin of the paper there are two (2) columns, one headed "True," and the other headed "False." If the statement is "true," make a check mark or an "X" in the "True" column. If you think the statement is "false," make a check mark or an "X" in the "False" column. All questions marked in both columns or not marked in either column will be considered incorrectly answered.

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	X	(9). Classified communications and other material not permanently and securely fastened together, but clipped or stapled together, will be marked or stamped with the appropriate classification on the cover, title page and first page, only.
X		(10). The authority making the original classification, or higher authority, may cancel or change the classification of a document.
X		(11). In all cases, transmission and custody of secret documents and materiel will be covered by a receipt system.
	X	(12). In all cases, transmission and custody of confidential materiel will be covered by receipt system.
X		(13). All classified material will be transmitted in double sealed envelopes, the inner envelope stamped with the appropriate classification.

TRUE FALSE

X	(14).	Only Commissioned Officers, Warrant Officers and specially trusted Enlisted Men and Civilian Employees will be permitted to have access to the containers of registered documents or the combination or keys thereto.	
X	(15).	At every Headquarters, an inspection will be made each day, immediately before the close of business, to insure that all classified documents and cryptographic devices have been properly put away.	
X	X	(16).	Secret or confidential documents may be disposed of by burning by the custodian without anyone else being present.
X	(17).	Restricted documents may be disposed of by burning by the custodian without anyone else being present.	
X	X	(18).	In all cases, the custodian of secret or confidential documents may direct or carry out their destruction on his own initiative.
X	(19).	A semi-annual inventory return or report of possession of all registered documents is required.	
X	X	(20).	In paraphrasing, it is sufficient to paraphrase only the beginning or ending of the message.
X	(21).	The procedure to be followed in the handling of messages in restricted codes and ciphers should be substantially the same as that prescribed for those in confidential code or cipher.	
X	(22).	The use of any authorized code, cipher system, or cipher device for cryptographing personal messages is forbidden.	
X	X	(23).	The custodian of a registered document may reproduce it on his own initiative.
X	(24).	It is necessary to establish a priority in order to establish an airspace reservation.	
X	(25).	Only secret documents, or materiel, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, shall be classified Top Secret.	

MULTIPLE CHOICE

- (26). Very important political documents dealing with such matters as negotiations for alliances and the like will normally be graded Top Secret, Secret, Confidential, Restricted.
- (27). Routine intelligence reports will normally be graded Top Secret, Secret, Confidential, Restricted.
- (28). Order of battle information and locations affecting our order of battle will normally be graded Top Secret, Secret, Confidential, Restricted.
- (29). Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons will normally be graded Top Secret, Secret, Confidential, Restricted.
- (30). Strength returns of units remote from operational theaters will normally be graded Top Secret, Secret, Confidential, Restricted.
- (31). Critical information of new and important munitions of war, including approved scientific and technical developments will normally be graded Top Secret, Secret, Confidential, Restricted.
- (32). Adverse reports on general morale affecting major operations will normally be graded Top Secret, Secret, Confidential, Restricted.

- (19). A semi-annual inventory return or report of possession of all registered documents is required.
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- (31). Critical information of new and important munitions of war, including approved scientific and technical developments will normally be graded Top Secret, Secret, Confidential, Restricted.
- (32). Adverse reports on general morale affecting major operations will normally be graded Top Secret, Secret, Confidential, Restricted.
- (33). Knowledge of enemy materiel and procedure, the value of which depends upon the enemy not knowing that we possess it will normally be graded Top Secret, Secret, Confidential, Restricted.

GARDNER, J. H. 11/47
0-520497

1
FAIRFIELD-SUISUN ARMY AIR BASE, CALIFORNIA OPS/JJJ/k1
AIR TRANSPORT COMMAND
HEADQUARTERS, 1504TH AAF BASE UNIT
WEST COAST WING, PACIFIC DIVISION

18 April 23 1945

061.

3
TO: CG, WCW, PD-ATC, (Fairfield-Suisun AAB,) California

SUBJECT: Letter of Transmittal, Maps

1. Request acknowledgment of receipt of attached

twenty (20) copies of maps pertaining to the local flying areas.
Areas are outlined in read. 6

7 (For the Commanding Officer:

1 Incl: Maps (20)

(S/Sgt John J. Jones)

OPS/JHH/jj) → 9-4

(5th Ind) 10

98-17
061.

HQ, WCW, PD-ATC, 1502d AAFBU, 49 Fourth St. San Francisco 2,
California 25 Apr 1945

TO: COMMANDING OFFICER, 1504TH AAF BASE UNIT, WCW, PD-ATC) "
FAIRFIELD-SUISUN ARMY AIR BASE, CALIFORNIA

12 Receipt acknowledged.

OFFICIAL: 13

JACK H. HART) → 14-15
Adjutant

(20 Incls w/d -16

(NOTE: to all personnel taking examination on "Military Correspondence": there are a number of errors and mistakes in the letter and indorsement set forth above. There are over twenty (20) of these mistakes. A credit of five (5) points will be given for each mistake noted correctly by you. On the reverse side of this sheet of paper, list numerically, with a brief statement of "What is wrong," each error or mistake you are able to discern).

1. Heading improperly arranged
2. Subject precedes direction
3. CG is not at Fairfield
4. Should be double-spaced.
5. Should be single spaced
6. misspelled reach - should be red
7. should be capitals
8. Enlisted personnel cannot sign. Should be an officer
- 17-9. 9A and 9B¹⁷ Initial & Dewey decimets should be exchanged
10. Should be 1st Incl. instead of 5th Incl.
11. ~~Should not be in capitals~~
12. Should be indented and numbered
13. Used only in orders
- 14.-15. Should include rank and be placed to the right in signature position
16. Should read 1 Incl. : mess (20)
- 18- Should be double spaced instead of single spaced

60
EXAMINATION ON FLYING REGULATIONS
Test No. 3

GARDNER, JACK H
1/17 0-520497

1. What is the order (in numbers) of priority of right-of-way of airplanes, airships, gliders, free balloons? 4 - 2 - 3 - 1
2. What is AAF Form 23A? ADDITIONAL PASSENGER RECORD & ADDITIONAL WEATHER.
3. What information about passengers is required on Form 23? NAME RANK HOME STATION
4. For purposes of clearance, when is weather termed "Marginal"? When Between Closed & Instrument
5. What does the pilot do with Section G (Arrival Report) when he arrives at his destination? FILLS OUT AND TURNS IT IN
6. How does the pilot change his flight plan while in flight? CALLING NEAREST CAA RANGE STATION AND ADVISE ARMY ADVISORY OF NECESSARY CHANGE
7. Is it always necessary for a pilot to name an alternate airport when filing an IFR clearance? YES
8. When the paths of two airplanes cross at 90° at the same altitude, which one has the right-of-way? ONE ON RIGHT
9. Except during takeoffs and landings, what is the minimum altitude you can fly over open air assemblies, houses, boats, or vehicles? 2500
10. A flashing green signal from the tower means what? CONTINUE TAXI.
11. If, while circling the field for a landing you receive a steady, green signal from the tower, what can you do? LAND
12. When approaching for a landing, at what distance from the airport boundary must you begin a straight approach course? 1/2 MILE
13. What assistance is required when you are taxiing within 100 ft. of a parking area, except in established taxi lanes, or within the parking area? GUIDE ON EACH WING TIP
14. Can you perform acrobatics over an unrestricted area if the maneuver can be completed with the airplane under complete control at 1,500 ft. above the surrounding terrain? YES
15. Under CFR, how close can you fly vertically to an overcast or cloud formation, and how close horizontally to a cloud formation? 500 FT - 2500 FT
16. If a pilot flying under CFR encounters below CFR weather conditions, what procedures may he choose to follow? TURN AROUND. CALL THROUGH NEAREST CAA RANGE STATION NOTIFYING CHANGE OF DESTINATION OR CHANGE IN FLIGHT PLAN. IN IFR GIVE FUEL SUPPLY AND ETA TO CHOSEN
17. Are security requirements fulfilled by locking an airplane which has classified equipment aboard? NO
18. Can a pilot be cleared by the Airway Traffic Control Center at the point of departure into another Airway Traffic Control area? NO
19. May a pilot be cleared for IFR flight without a currently effective Instrument Pilot Certificate? NO
20. What are takeoff minimums for pilots possessing AAF Instrument Pilot Certificate AAF Form 8 (white)? 500 FT 3 MILE DAY 800 FT - 5 MILE NIGHT
21. How close may a taxiing airplane approach to a runway upon which an airplane is landing or taking off? 150 FT
22. What are the two air space reservations? WASHINGTON D.C. (CAPTOL HYDE PARK
23. If a ground radio station in the continental U.S. requests an inflight weather report, are you required to comply? YES

6. How does the pilot change his flight plan while in flight? *CALLING NEAREST CAA RANGE STATION AND ADVISE ARMY ADVISORY OF NECESSARY CHANGE*
7. Is it always necessary for a pilot to name an alternate airport when filing an IFR clearance? *YES*
8. When the paths of two airplanes cross at 90° at the same altitude, which one has the right-of-way? *ONE ON RIGHT*
9. Except during takeoffs and landings, what is the minimum altitude you can fly over open air assemblies, houses, boats, or vehicles? *2500*
10. A flashing green signal from the tower means what? *CONTINUE TAXI*
11. If, while circling the field for a landing you receive a steady, green signal from the tower, what can you do? *LAND*
12. When approaching for a landing, at what distance from the airport boundary must you begin a straight approach course? *1/2 MILE*
13. What assistance is required when you are taxiing within 100 ft. of a parking area, except in established taxi lanes, or within the parking area? *GUIDE ON BACK WING TIP*
14. Can you perform acrobatics over an unrestricted area if the maneuver can be completed with the airplane under complete control at 1,500 ft. above the surrounding terrain? *YES*
15. Under CFR, how close can you fly vertically to an overcast or cloud formation, and how close horizontally to a cloud formation? *500 FT - 2500 FT*
16. If a pilot flying under CFR encounters below CFR weather conditions, what procedures may he choose to follow? *TURN AROUND. CALL THROUGH NEAREST CAA RANGE STATION NOTIFYING CHANGE OF DESTINATION OR CHANGE IN FLIGHT PLAN. IN IFR GIVE FUEL SUPPLY AND ETA TO CHOSEN FIELD*
17. Are security requirements fulfilled by locking an airplane which has classified equipment aboard? *NO*
18. Can a pilot be cleared by the Airway Traffic Control Center at the point of departure into another Airway Traffic Control area? *NO*
19. May a pilot be cleared for IFR flight without a currently effective Instrument Pilot Certificate? *NO*
20. What are takeoff minimums for pilots possessing AAF Instrument Pilot Certificate AAF Form 8 (white)? *500 FT 3 MILE DAY 800 FT - 5 MILE NIGHT*
21. How close may a taxiing airplane approach to a runway upon which an airplane is landing or taking off? *150 FT*
22. What are the two air space reservations? *WASHINGTON D.C. (CAPITOL HYDE PARK)*
23. If a ground radio station in the continental U.S. requests an inflight weather report, are you required to comply? *YES*
24. Unless otherwise authorized, what is minimum lighting equipment required for night flying? *LANDING LIGHTS - NAVIGATION LIGHTS. INSTRUMENT FLUORESCENT LIGHTS*
25. How long is a clearance usually valid after the proposed takeoff time? *1 hr*